

MINUTES OF BOARD OF DIRECTORS MEETING

November 19, 2013

12:00A.M.

1. MEETING CALLED TO ORDER

The meeting was called to order by (b) (6), (b) (7)(C)

2. ROLL CALL

PRESENT: (b) (6), (b) (7)(C) and (b) (6), (b) (7)(C)

ALSO PRESENT: (b) (6), (b) (7)(C) ABSENT: None

3. ADOPTION OF THE AGENDA

The Board was presented with a proposed agenda for this meeting. On motion by (b) (6), (b) (7) seconded by (b) (6), the Agenda was adopted. On roll call vote: YES – (b) (6), (b) (7)(C) and (b) (6), NO - None. ABSENT: None

4. APPROVAL AND SIGNING OF THE MINUTES

The proposed minutes of the October 31, 2013 on motion by (b) (6), seconded by (b) (6), (b) (7)(C) the minutes of the meetings were approved. On roll call vote: YES – (b) (6), (b) (7)(C) and (b) (6), NO - None. ABSENT: None

5. APPROVAL OF FINANCIAL REPORT, RATIFICATION OF EXPENSES PAID PRIOR TO THE REGULAR MEETING AND/OR SPECIAL EXPENSE PAID PRIOR TO THE REGULAR MEETING PURSUANT TO BOARD POLL AND APPROVAL OF PENDING BILLS

(b) (6), (b) (7)(C) presented a financial statement consisting of fund balances, bills and salaries paid to date, and bills proposed for payment. On a Motion by (b) (6), and second by (b) (6), (b) (7)(C) the financial report, bills paid to date, salaries paid to date, and bills proposed for payment except for the Economy Auto bill on tires for (b) (6), (b) (7)(C) truck. The Economy bill will be discussed with the auditor before payment is made. On roll call vote: YES – (b) (6), (b) (7)(C) and (b) (6), NO - None. ABSENT: None

6. INSURANCE

Our Blue Cross employee health insurance is up for renewal. If we keep the same policy as last year our insurance will increase (\$209.07) per month. On a motion by (b) (6), and second by (b) (6), we will keep our employee health insurance the same as last year. On roll call vote: YES – (b) (6), (b) (7)(C) and (b) (6), NO - None. ABSENT: None

7. **BBI**

We have the option to take out a tech support policy with BBI for our billing software at the rate of \$1980.00 for one year. With the sewer project going online in 2014 we would have unlimited phone tech support for any issues that may arise. If we do not take out this support policy we will be billed an hourly rate for any support we may need. On a motion by (b) (6), (b) (7) and second by (b) (6), we will take the tech support with BBI. On roll call vote: YES – (b) (6), (b) (7)(C) and (b) (6), NO - None. ABSENT: None

8. **EMPLOYEE**

Our auditor has advised that it would be in our best interest to pay time and half for overtime for hourly employees. Currently, we are paying regular time for all hours up to and including over 40 hrs per week. On a motion by (b) (6), and second by (b) (6), we will pay time and a half for any hours over 40 per week. On roll call vote: YES – (b) (6), (b) (7)(C) and (b) (6), NO - None. ABSENT: None

We are behind in installing farm meters and fixing leaks. We need someone part time to help (b) (6) while (b) (6), reads meters. On a Motion by (b) (6), (b) (7) and second by (b) (6), we will advertise and hire a part time maintenance person at the rate of \$10 per hour. On roll call vote: YES – (b) (6), (b) (7)(C) and (b) (6), NO - None. ABSENT: None

9. **HOILDAY SCHEUDLE**

On a motion by (b) (6), (b) (7) and second by (b) (6), our office will be closed the following days:

Thanksgiving Thursday November 28, and Friday November 29.

Christmas Tuesday December 24 thru Friday December 27

New Years Tuesday December 31 and Wednesday January 1

Our annual Christmas party will be held December 19 at 6:30 PM at our office. (b) (6), will be cooking this year.

On roll call vote: YES – (b) (6), (b) (7)(C) and (b) (6), NO - None. ABSENT: None

**ADJOURNMENT**

On motion by (b) (6), and second by (b) (6), (b) (7) the meeting was adjourned by unanimous approval of the board.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS ADJOURNED.

Board Approval:

(b) (6), (b) (7)(C)

ATTEST: (b) (6), (b) (7)(C)

Secretary